



Grant Reimbursement

Objective

This document provides instructions for grant reimbursement.

Overview

The grant reimbursement program creates a general bill for the amount that has been expensed against that grant, which will in turn create an accounts receivable record on the General Ledger.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system. You must also have the Munis General Billing and AR modules.

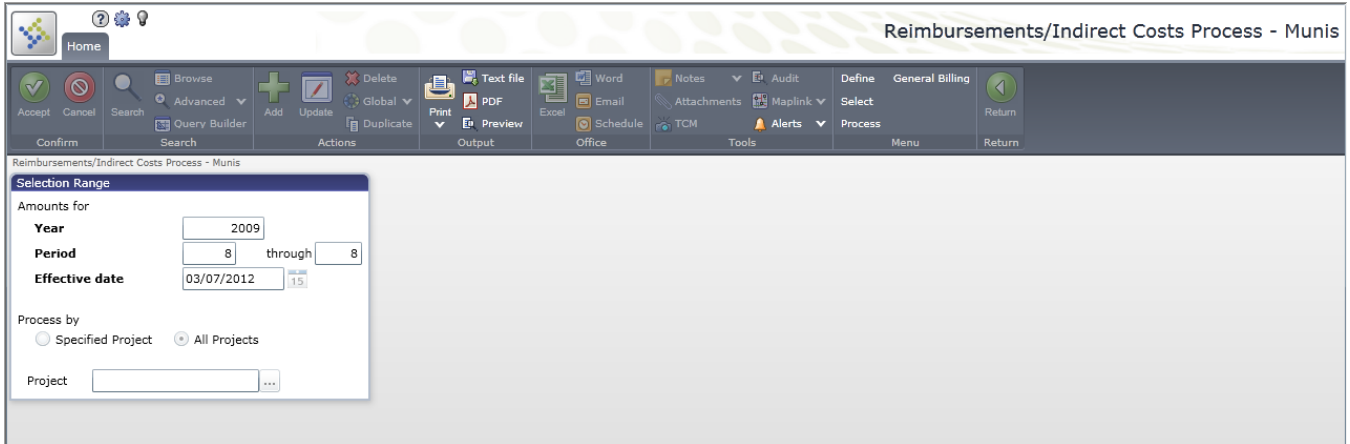
Confirm the following:


- You have menu access to Grant Master programs.
- You have permissions to create grant reimbursements.
- The appropriate settings have been established in the General Ledger, Project Settings, General Billing, and AR programs.
- GB Customers for grants have been built.
- AR codes for grant reimbursement have been built.
- Charge codes for grant reimbursement have been built.
- Period that is being billed should have been through month end closing.

Procedure

Use the following steps to request reimbursement for a grant:

1. Open the Grant Master program.
Financials > General Ledger>Project Accounting>Projects Within GL>Reimbursement/Indirect Cost Process



2. Click Define
3. Complete the fields, as required, to define the grant/project that is to be reimbursed. Refer to the table that follows for specific field details. When you have completed entering all information, click  to save the record.

Field	Description
Year	This is the fiscal year for which to include amounts.
Period	This box indicates the period or range of periods that are to be billed. Important Note: All grant activity should have been posted and the periods must have been closed in a month end closing.
Effective Date	This is the date that the transaction will affect the general ledger.
Process by	This option indicates to process the report for a specified project or all projects. If you select Specified Project, the Project box is accessible.
Project	This is the project code to include in the report if the value of the Process By field is Specified Project.

4. Click Select to create a report of items for which to request reimbursement.
5. Click Process to create a general billing batch number for the reimbursement.
6. Click General Billing to view or update the batch that was created for the reimbursement.



7. Complete processing the batch in the general billing program.

Impact to the GL

Once the General Billing batch is posted, the accounts on the charge code used will be updated with revenue and accounts receivable amounts.

What's Next?

Once the funds are received and posted, the accounts receivable will clear for that amount.